

Animal Control Director



Job Code: 5091
Grade: 132
Reports to: Director of Planning & Code Administration
Salary Range: \$59,583 - \$92,531
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs responsible professional work managing and overseeing the citywide Animal Services enforcement operations to ensure the public health and safety of the community; does related work as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification organizes, directs, and coordinates enforcement activities relating to animal issues, citizen disputes, and customer service. Work involves planning, organizing, monitoring, liaison support, coordination, negotiation of permitting issues, and performing a variety of specialized activities related to the protection of public health, public safety, and animal welfare. Work is performed under the direct supervision of the Director of Planning and Code Administration and assignments are made orally or in writing and reviewed through observation, conferences, and periodic reports or evaluations. Supervision is exercised over subordinate animal control personnel. Work frequently involves participating in the work of subordinates.

ESSENTIAL FUNCTIONS

Supervising and providing services; enforcing animal control laws; investigating complaints; capturing animals; maintaining records and files; preparing reports.

EXAMPLES OF WORK

- Oversees all citywide animal services enforcement operations.
- Provides supervision, technical advice, and assistance to subordinate officers involved in field investigations, rabies prevention, animal licensing, humane treatment of animals, regulatory code compliance, and enforcement work
- Receives, investigates, and answers complaints concerning stray, wild, nuisance, or owned animals and other wildlife.
- Makes appropriate disposition and advises the public.
- Patrols, checking for animals running at large, licenses, and vaccinations.
- Impounds abandoned and stray dogs and other animals; issues appropriate warning notices and citations.
- Supervises, trains, and counsels employees engaged in ensuring regulatory compliance with all permitting requirements or issues.
- Maintains effective public relations, assists citizens, conducts programs, mediation, and information activities.
- Contacts owners of dogs or other animals having bitten someone, orders appropriate confinement of such animals; prepares and submits appropriate records, returns animals to owners or other appropriate disposition.
- Rescues trapped, lost, or injured animals; captures wild, vicious, diseased, and other animals using specialized animal capture equipment, techniques, and chemicals; helps control rabies.
- Inspects pet environments for humane conditions.
- Picks up and disposes of animal carcasses.
- Develops the annual budget; determines standard operating procedures; maintains responsibility for vehicle inventory and property control.
- Serves as staff liaison with Animal Control Board; participates in public presentations on Animal Services operations and programs.
- Investigates reports of animal cruelty, conducts investigations, and issues appropriate forms, citations, or arrests.
- Makes court appearances.
- Provides administrative analysis and reports as requested; assists management with special projects as required.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the laws, ordinances, and regulations governing animal control; thorough knowledge of the geography of the City; thorough knowledge of the care, control, and handling of animals; ability to collect facts and prepare

reports; ability to deal tactfully with the public; skill in the application of specialized animal capture techniques and in the use of a tranquilizer gun; ability to establish and maintain effective working relationships with associates and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Animal Service, Business Management, or related field of study. Five (5) to seven (7) years of professional animal services, regulatory compliance and enforcement, law enforcement, military, or a related field; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, crouching, crawling, reaching, standing, walking, lifting, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Revised 12/14/2009

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.